

## How to Print Record from the online portal

Step 1 – Log into your online account by adding your Username or Email & then password. Click Login.

The screenshot shows the login interface of the Citizen Access Portal. At the top, there is a navigation bar with links for Home, Search, New, and Schedule, along with a 'Return to The City of Columbus' link. Below this, there are two main sections. On the left is a 'Login' form with fields for 'User Name or E-mail:' (containing 'bucksalwayswin@hotmail.com') and 'Password:' (masked with dots). A red 'Login >>' button is below the fields. There are also links for 'Remember me on this computer', 'I've forgotten my password', and 'Register for an Account'. On the right is a 'Welcome to the Citizen Access Portal' message. It states: 'We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.' Below this, there is a 'NEW: Online Inspection Scheduling for Building Permits' announcement with a link to download the 'Online Inspection Scheduling User Manual'. A paragraph follows: 'The City of Columbus Building and Zoning Services continues to allow building and trade permit holders to schedule, reschedule and cancel inspections online.' Another paragraph states: 'Because of this change, regular business day inspections can be scheduled online up until midnight of the day before the inspection.' This is followed by a bulleted list: '• The 4:00 PM cut off time for next day inspections will still apply to inspection requests that are called in.' and '• Online inspection scheduling does not apply to certain fire protection inspections and requests for after-hours inspections. Those will still need to be called in, submitted online via a request form, or faxed.'

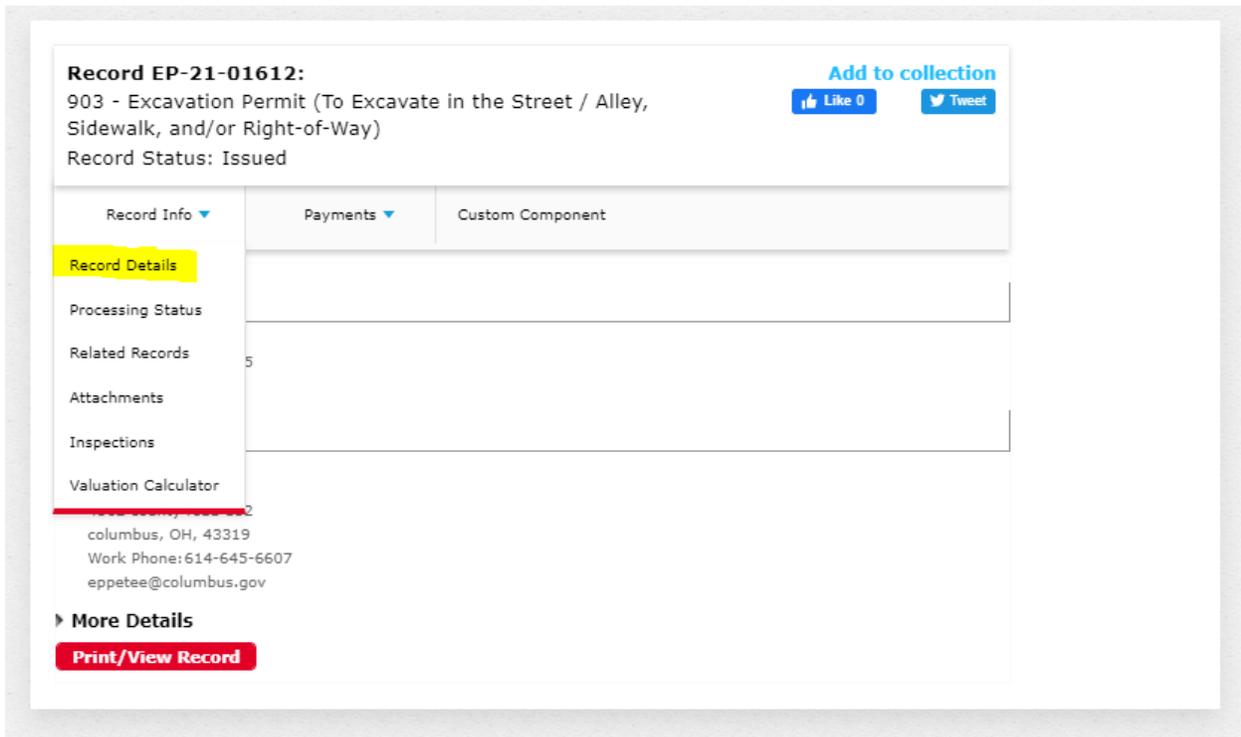
Step 2 – Search Right of Way Permit Applications

The screenshot shows the City of Columbus website. The header features the logo 'THE CITY OF COLUMBUS' and 'ANDREW J. GINTHER, MAYOR'. Below the header is a navigation bar with links for Home, Search, New, and Schedule, and a 'Return to The City of Columbus' link. A red bar at the top right indicates the user is logged in as 'eric petee' and provides links for 'Collections (0)', 'Account Management', and 'Logout'. A dropdown menu is open under the 'Search' link, listing various application categories: 'Building Applications', 'Engineering Applications', 'Zoning Applications', 'Right-of-Way Applications' (highlighted in yellow), 'Licensed Contractors', 'Addressing Applications', and 'Utilities Applications'. Below the dropdown, there is a 'What's New in' section with a link to 'Click HERE to see inspection for a permit online.' The main content area shows a search result for 'petee' with a message: 'Based on your search results, we recommend using the \* Google Chrome \* web browser for this site. Microsoft Edge is not supported at this time.' Below this, there is a section titled 'List of services available through the Citizen Access Portal:' followed by a bulleted list: '• Purchase roof, siding, windows, and doors permits for 1,2,3 Family structures', '• Purchase all mechanical, electrical, and plumbing permits', and '• Purchase an additional inspection trip'.

Step 3 – click on an issued permit you want to print. This will take a few minutes to upload.

 THE CITY OF COLUMBUS <small>ANDREW J. GINTHER, MAYOR</small>					
<a href="#">Home</a> <a href="#">Search</a> <a href="#">+ New</a> <a href="#">Schedule</a> <span style="float: right;"><a href="#">Return to The City of Columbus</a></span>					
<input type="checkbox"/>	03/28/2021	<a href="#">SDC-21-00145</a>	905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)	111 N FRONT ST, COLUMBUS OH 43215	Submitted
<input type="checkbox"/>	03/23/2021	<a href="#">SDC-21-00144</a>	905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)	111 N FRONT ST, COLUMBUS OH 43215	Closed
<input type="checkbox"/>	03/23/2021	<a href="#">EP-21-01614</a>	903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)	111 N FRONT ST, COLUMBUS OH 43215	Closed
<input type="checkbox"/>	03/19/2021	<a href="#">EP-21-01612</a>	903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)	111 N FRONT ST, COLUMBUS OH 43215	Issued
<input type="checkbox"/>	03/19/2021	<a href="#">SDC-21-00143</a>	905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)	111 N FRONT ST, COLUMBUS OH 43215	Issued

Step 4 – Go to “Record Info” then click “Record Details” and then “More Details”



**Record EP-21-01612:**  
903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)  
Record Status: Issued

[Add to collection](#)  
[Like 0](#) [Tweet](#)

Record Info ▾ Payments ▾ Custom Component

**Record Details**

Processing Status

Related Records 5

Attachments

Inspections

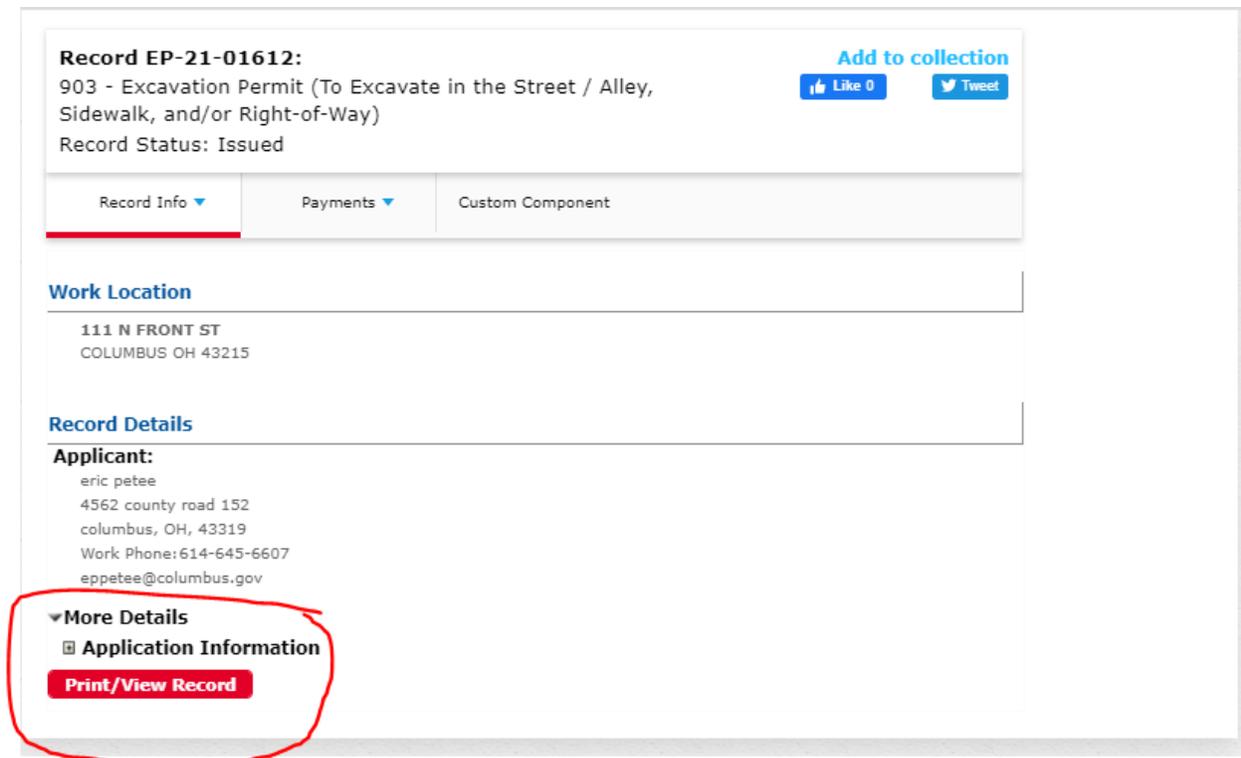
Valuation Calculator

columbus, OH, 43319  
Work Phone: 614-645-6607  
eppetee@columbus.gov

► **More Details**

[Print/View Record](#)

Step 5 – Click “Print/View Record” and print permit.



**Record EP-21-01612:**  
903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)  
Record Status: Issued

[Add to collection](#)  
[Like 0](#) [Tweet](#)

Record Info ▾ Payments ▾ Custom Component

**Work Location**

111 N FRONT ST  
COLUMBUS OH 43215

**Record Details**

**Applicant:**  
eric petee  
4562 county road 152  
columbus, OH, 43319  
Work Phone: 614-645-6607  
eppetee@columbus.gov

▼ **More Details**

▣ **Application Information**

[Print/View Record](#)